

Idaho Bulletin: 300-13-5

Subject: Cooperative Conservation Partnership Initiative through the Environmental Quality
Incentives Program

Date: January 22, 2013

Action Required By: June 7, 2013

Purpose. To provide guidance for the Fiscal Year (FY) 2013 Environmental Quality Incentives Program (EQIP) - Cooperative Conservation Partnership Initiative (CCPI).

Expiration Date. September 30, 2013

Background. Guidance from this bulletin applies to the following EQIP CCPI project areas:

- Egin Bench Cover Crop
- Jefferson Snake River Efficiency Project
- Rexburg Bench Energy Conservation
- Twin Falls Nitrate Priority
- Cassia-Minidoka
- Kootenai River Valley Habitat Restoration

Explanation. For FY 2013 CCPI, two application ranking periods will be available. For ranking period 1, the following dates were established in Idaho Bulletin 300-12-22:

- November 16, 2012 - Application cutoff date
- November 30, 2012 - Applications entered into Protracts
- January 11, 2013 – Eligibility completed
- March 1, 2013 – Ranking completed and cost estimates entered into Protracts
- May 1, 2013 - Contracts obligated

The decision to announce a second CCPI application ranking period will be determined by the District Conservationist (DC) and project sponsor. If a second application ranking period is announced, the following dates have been established for application ranking period 2:

- March 15, 2013 – Application cutoff date
- March 22, 2013 – Applications entered into Protracts
- April 12, 2013 – Eligibility completed
- May 3, 2013 – Ranking completed and cost estimates entered into Protracts
- June 7, 2013 – Contracts obligated

*Please notify the respective Assistant State Conservationist for Field Operations if a second application ranking period will be announced.

All CCPI applicants must meet Environmental Quality Incentives Program (EQIP) eligibility requirements in order to participate. The EQIP producer eligibility requirements can be found in the Conservation Programs Manual (CPM), Section 515.51. The EQIP land eligibility requirements can be found in the CPM, Section 515.52.

Please complete the following items for all applications:

- Update eligibility in ProTracts (AD-1026, Adjusted Gross Income when available, and CCC-901 or CCC-902 must be on file).
- Enter Direct Deposit (SF-1199A) and ensure that Vendor Code is **Active** in Protracts.
- Enter Dun and Bradstreet Number (DUNS) for applications submitted by entities and joint operations using an Employer Identification Number (EIN).
- Ensure applicants that have self-certified as Historically Underserved complete the HU worksheet (attached).
- For applications containing engineering practices, assure NRCS personnel with the proper “Planning” and “Design” engineering job approval authority have reviewed the proposed conservation practices. Landowners must give permission for “non-management” practices to be installed on land that they are not operating.
- The field office will provide details to the applicant on self certification of “control” of the land for the contract period and explain what records need to be available from the applicant if requested.

Ranking. Ranking tools have been established in Protracts for the CCPI project areas specified in this bulletin. The ranking will be completed by **March 1, 2013** for all eligible applications from ranking period 1 and by **May 3, 2013** for all eligible applications from ranking period 2.

After applications have been determined eligible, and ranking is complete, the following steps will be completed for contract development:

- The State Programs staff will preapprove applications as funds are available. Notification will be sent via email.
- Upload the contract to ProTracts, check rules, and ensure that all information is accurate on the application and applicant info screens.
- Email the State Programs staff to request approval.
- Once approved, print the NRCS-CPA-1202, Appendix and NRCS-CPA-1155 to obtain participant signatures.
- Send documents, along with the completed second level review checklist, via e-mail or fax to Financial Management for second level review.
- When you are notified that the State Programs staff has signed and obligated the contract, print the 1155 and 1202 signature pages and place them in the case file.

Allocations. NRCS Idaho received 76% of the requested Fiscal Year 2013 CCPI allocation. As a result the CCPI project allocations were based on a historical percentage of obligations. If a project’s budget request was less than the average percentage obligated, the initial allocation was reduced to the amount requested. If the project’s budget exceeded the average percentage, then the historical percentage was

used as the initial allocation. Initial CCPI project allocations are included in the attached allocation spreadsheet. A portion of the CCPI allocation has been held in reserve and will be allocated to project areas where the application funding requests exceed the initial allocation as determined by the State Conservationist.

Please contact your Area Farm Bill Specialist if you have any questions.

/s/

JEFF BURWELL
State Conservationist

Attachments: CCPI allocation.xlsx